Circuit Court System January/2003 Software Release Announcement	STATE COURT ADMINISTRATIVE OFFICE JUDICIAL INFORMATION SYSTEMS

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Release Highlights

– **Required File Changes.**
The abstract file, shared by JIS Circuit, District, and Juvenile applications, has been changed to accommodate the high volume of abstracts generated by District courts. The PACC file has been changed to incorporate additional fields to be sent to JIS from PACC/PAAM, the State prosecuting attorney agency that maintains the PACC codes. JIS releases, including this release, will add new PACC codes to the PACC file with periodic updates received from PACC/PAAM.

– **Account History Statements.**
The statements which can be printed from the Register of Actions, Account History (F7), can be generated from the Financial menu based on specified criteria.

Pilot courts: Allegan, Barry, and Genesee

** Added after the pilot release.

Case Management Menu - Page 1

- The name validation on the Name, Party, and Case screens has been changed so a name cannot begin with spaces.
- An expired PACC code cannot be entered as a charge on the Case and Charge screens. For more information, see PACC codes under Utility Menu below. The PACC code prompt has been changed on the Case and Charge screens. With proper authority, a PACC code can be added directly from the prompt window without having to go to the Utility Menu.

Case Screen
** When initiating a case using the DCS bindover feature to extract data from the JIS District Court System, the attorney type and offense date will be included.

Clerk Screen
- Next action comments cannot be entered without a next action.

Court Screen
- All existing Court screen next actions have been converted by the release to Clerk events. This has been done to allow notice print requests for Court screen next action entries and avoid losing the Court event code when requesting a notice to print from the Calendar Daily Detail update screen.
- When a new Court screen event with a next action is entered, the next action will be added as a separate Clerk event.
- A print request field, PRT, has been added to the next action area of the Court screen. When scheduling a next action, you can now request the notice to print by entering Y in the PRT field. If Y is entered in the PRT field, a separate Clerk event with event code NOT (notice to be printed) will be created, otherwise, the event code will be SND (set next date). To print the notice interactively, use the next transaction code of NOT when entering the event.
- Next action comments cannot be entered without a next action.

Register of Actions
- The archive number has been added to the register of actions display/print in the upper right hand corner. The archive number only displays if one has been entered on the Case or Name screens.

Create/Update Abstract
- To create a new abstract record using the next transaction line, enter the next transaction code ABS, the case number and the charge number and press F1. The Abstract Update screen will display for the specified charge. To modify an existing abstract record, enter the next transaction code ABS, the case number and leave the charge number field blank and press F1. A new Abstract screen will list all abstracts for the case. From this screen, you may use option 2 to change an existing abstract or press F6 to create.

Calendar Daily Detail Screen
- When reprinting a notice using the change or reschedule options, the court event code will not be overridden because all next actions have been converted by the release to "Clerk" events.
- Option 4=Delete has been added. To delete the event because it was added by mistake, enter option 4 next to the desired event and press ENTER. A window will display the event for confirmation. Press ENTER to delete the event. When the event is delete, no record of the event will appear on the register of actions. If you wish to see the history of the scheduling, use the remove or reschedule option.

Case Management Menu - Page 2

Notice to Appear
- The notice print program has been corrected to properly print the first alternate name below the party name. The notice program did not do this consistently.

Order Committing Juvenile To Family Independence Agency - CC236 (FIA)
- This new form may be used when the judge elects to sentence a prosecutor waiver case defendant as a juvenile.
- The form can be requested using the form code FIA.

Order After Hearing on Show Cause for Violating a Valid PPO/FPO - CC382a (VSC)
- This new form is similar to the Order After Hearing on Violation of Valid PPO/FPO (CC384). Both forms may be used to report criminal contempt of a PPO/FPO to the Michigan State Police. Criminal contempt of a PPO/FPO must be reported manually using these forms because it cannot be reported electronically as criminal cases are reported with the CHR extract.
- The form can be requested using the form code VSC.

Reports Menu
Pending Reports
- The adjudication date, the date when all charges/parties have been disposed, has been added to the Criminal and Civil case pending reports.

Utility Menu
PACC codes
- The PACC file has been changed to accommodate new information to be provided by PACC/PAAM.   During JIS releases, including this release, new PACC codes will be added at release time similar to attorney records from the State Bar. When manually adding a new PACC code yourself, please consult JIS so the code gets added appropriately.
- A new Expired Date has been added to the PACC file. When a PACC becomes obsolete, the date can be entered. The Case and Charge programs will not allow expired PACCs to be entered.

Case Reassignments
** A comment line has been added to the Case Reassignment screen. For each case that qualifies for the reassignment, the text entered in the comment line will be added to the case ROA immediately after the "from" and "to" judge comments.

Financial Menu
Adjustments
** If a receipt and an adjustment was done for the same account at the same time, the account being adjusted did not get updated with the receipt amount. This has been corrected. The receipting program will not continue if an account on the receipt is being adjusted at the same time.

Assessments Audit Report
** This report of assessment adjustments has additional selection criteria of case number, cash code and negative assessments only. It is recommended that this report be run periodically for negative assessments.

Account History Statements
- An option has been added to print defendant account history statements based on specified criteria. The account history generated is the same form that can be printed from the Register of Actions, Account History display. These statements can be used in an effort to collect unpaid assessments. The statements print alphabetically by defendant name with the name and address ready for a standard window envelope and list chronological assessment and payment information along with the total balance due.
  - Request the Account History forms from the Financial Menu, page 2. The selection criteria consists of a sentence date range, number of days since the last payment, and judge which are all optional.
  - You may request a report and/or the account history statements to print. The report lists all cases which qualify based on the requested selection criteria. We recommend printing a report first to determine the number of qualifying cases before printing the statements. The report prints in defendant name sequence with the case number, filed date, sentence date, last payment date, and balance due.
  - When requesting the statements, the Register of Actions for the qualifying cases can be updated with the requested event code. To add a new code such as AHS (Account History Statement) to the system, add the code to code table 1 using the Circuit Utility Maintenance menu or contact JIS for assistance.

CHR Menu

Automatic CHR Extract

- As part of the Judicial Network project to improve criminal history reporting, all courts with a direct communication line to JIS have been migrated to the new daily automatic CHR extract process. In the near future, a second phase of courts will be getting a direct communication line via an LGNet (local government network) connection. As your county is connected, JIS will contact you to implement the new CHR process.

Abstract Menu

- The abstract file, shared by JIS Circuit, District, and Juvenile applications, has been changed to accommodate the high volume of abstracts generated by District courts. The key to the abstract record is no longer the abstract sequence number.

Adjudication and Sentencing Abstract lists

- As part of the abstract file changes, the charge number is now part of the abstract record and prints on these reports.

Create/Update Abstract

- To create a new abstract record, enter the case number and charge number and press ENTER. The Abstract Update screen will display for the specified charge. To modify an existing abstract record, enter the case number and leave the charge number field blank and press ENTER. A new Abstract screen will list all abstracts for the case. From this screen, you may use option 2 to change an existing abstract or press F6 to create.
- When an abstract is created, the sequence number is no longer posted on the register of actions.

Central Calendar

- The Central Calendar now displays/prints non-public cases with "non-public" instead of the party name.

CCS to TCS Conversion

- Though this is not enhancement programming to the existing Circuit Court System, we have dedicated much time to a database conversion from the Circuit Court System to our new Trial Court System (TCS). The Trial Court System currently incorporates circuit, juvenile, and probate cases into one system with the district court component to be incorporated at a later time. The circuit, juvenile, and probate components are currently being piloted in Ionia County. Calhoun County will be the first to convert from existing JIS systems to TCS in 2003. We will provide additional information about TCS in our periodic newsletter *CCS Briefs*.

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